

Event: \_\_\_\_\_

SCA Branch: \_\_\_\_\_

Site Opens (mm/dd/yy hh:mm): \_\_\_\_\_ Site Closes (mm/dd/yy hh:mm) \_\_\_\_\_

Name and Address of Site: \_\_\_\_\_  
\_\_\_\_\_

Name and address of nearest medical facility: \_\_\_\_\_  
\_\_\_\_\_

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Demo Steward SCA name: \_\_\_\_\_ Date: \_\_\_\_\_

Membership #: \_\_\_\_\_ Expiration: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

\*\* By signing as the Demo Steward, I acknowledge that I have volunteered to be the Demo Steward. If the event announcement will be published, I have read the Outlandish Herald article guidelines, available from any seneschal or chronicler, and understand that deadlines will need to be met, and all required event information must be in the event article to insure that the article will be published. If I am unable to fulfill my duties as Demo Steward, I am responsible to let the local seneschal know, so they can prepare another Demo Steward to fill the position.

Legal name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

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Local Seneschal SCA name: \_\_\_\_\_ Date: \_\_\_\_\_

\*\* By signing as the local seneschal, I acknowledge that I am legally responsible for the demo and understand that all contracts must be signed by the Seneschal unless the Demo Steward is specifically warranted to do so. It is my duty to make sure the Demo Steward is a current, paid member at the time of the event. If the Event Steward is unable to fulfill their duties I am responsible to fill the position with another Demo Steward.

☐ I hereby warrant the above Demo Steward to sign contracts in the name of the local SCA group for the purpose of this event.

☐ I do NOT warrant the above Event Steward to sign contracts in the name of the local SCA group. All contracts for this event must be signed by the Seneschal.

Legal name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

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Local or Kingdom Chatelaine SCA name: \_\_\_\_\_ Date: \_\_\_\_\_

\*\* By signing as the local Chatelaine, I acknowledge that I share legally responsibility for the demo and understand that all contracts must be signed by a Seneschal unless the Demo Steward is specifically warranted to do so.

Legal name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

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Second Officer SCA name (if a Shire) / Coronet (if in a Barony): \_\_\_\_\_ Date: \_\_\_\_\_

\*\* By signing, I acknowledge that the event has been approved to be held by the populace.

Legal name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

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## WHAT HAPPENS NEXT?

- Email this completed form to the Kingdom Calendar and Event Coordinator: [kingdomcalendar@outlands.org](mailto:kingdomcalendar@outlands.org).
- Promote your Demo via the Outlands Service Portal - <https://portal.outlands.org/forms/event>